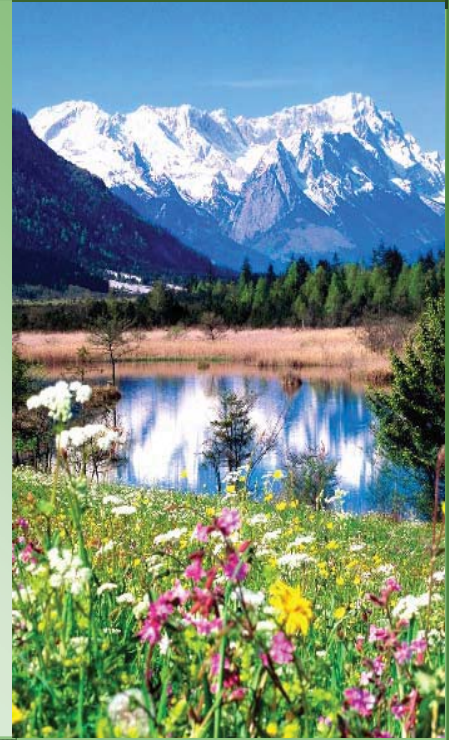


State Accounting Newsletter: Fiscal Year-end 2018



Announcements...

The State Financial Services Division's Local Government Services Bureau is in the process of merging with the State Accounting Bureau. The Local Government Services Bureau collects and reviews local government's budgets, annual financial reports, and financial audits. They also provide technical assistance and training to local governments. Additionally, agency program staff can access local government audit reports and findings at <https://lgs.mt.gov/AllAgencies> to perform their sub-recipient monitoring. Call 444-9101 if you have any questions or to update your contact information.

Based on recent survey results collected from agency accounting management we are working on the following:

- Revising the new IUJ approval process
- Eliminating the Add a New Value tab in SABHRS Asset Basic Information

We have revised our State Accounting Bureau website to be more user friendly and mobile accessible. In the process, we have also moved our accounting forms to the SABHRS Documentation page (found on the MINE Site) for access security purposes. Now only state and university employees will have access to these forms.

State Accounting Bureau

Our vision is to provide accounting structure and guidance necessary to deliver accurate and timely financial reporting for the State of Montana.

Accuracy

Integrity

Teamwork

Accountability

Professionalism

MAY							JUNE							JULY						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

What do accountants suffer from that other people don't...Depreciation.

MOM Policies - Accounting

Various policies will be updated for our recent website changes and/or to accommodate some system-maintained account requirements for universities. You may notice updated dates in "last revised" section of these policies. There is not a public comment period for these changes.

Upcoming policy revisions include:

- 335 Capital Assets (in draft)
- 355 Employee Benefits (OPEB)
- 371 Comprehensive Annual Financial Report (CAFR)
- 375 Fiscal Year-end

Fiscal Year-end Dates & Info...

Last Day for Accounts Receivable Transactions: Thursday, July 12

Last Day for Accounts Payable Transactions: Monday, July 16

Last Day for Asset Management Transactions: Thursday, July 19

Last Day for General Ledger Transactions: Tuesday, July 24

FY18 Closing Process: Wednesday, July 25

June 30, 2018 falls on a Saturday this year, so don't forget to make your last **deposits of the year on Friday, June 29**.

In addition to the normal batch processing, SABHRS Financials will run a portion of the **nightly batch processing at 9:00 PM during the weekends** as follows:

- AR and GL transactions, and Data Mine: July 7 and 8
- GL transactions and Data Mine: July 14, 15, 21, and 22

Any AR Item, Deposit, or Journal transaction interface files received on these dates will be processed. The GL Daily Transaction and GL Balances files created by SABHRS Financials will be generated nightly and available the next morning. If your agency retrieves these files, be aware that on each Monday (July 9, 16, and 23), you will need to also retrieve the Saturday and Sunday file versions. **Please be sure to communicate these weekend batch process changes with your agency IT staff.**



Other Upcoming FYE Related Dates...

- ❖ Fiscal Year-end MOM Policy 375: May 18
- ❖ SAB Fiscal Year-end webpage: May 25
- ❖ Fiscal Year-end training: June 5
- ❖ Last day to sell STIP: June 28 (2PM)
- ❖ Capital lease schedules: July 13
- ❖ Last day for supplier adds/updates: July 13
- ❖ Carry-forward A Accrual letters: July 19
- ❖ OBPP Budget Change Documents: July 23
- ❖ CAFR Questionnaire: August 14
- ❖ SEFA information and notes: August 31

Regarding INTERCAP Loans specifically:

- Updated amortization schedules will be mailed in June
- INTERCAP disburses loans only on Fridays, thus last day for FY18 funding is June 22
- FY18 payoffs must be completed by June 27



Resource Center

SABHRS/Accounting Help Desk:

Saccounting@mt.gov

DOAtreaswire@mt.gov

warrantwriter@mt.gov

Please use the file transfer system if you are submitting PII

SABHRS Documentation:

<http://mine.mt.gov/documentation/sabhirs/financials/default.mcx>

[PX](#)

Montana Operations Manual (MOM) Policies:

<http://mom.mt.gov/>

Montana Code Annotated (MCA):

http://leg.mt.gov/bills/mca_toc/index.html

Governmental Accounting Standards Board (GASB):

<http://www.gasb.org/>

eMACS Resources:

<http://emacs.mt.gov/emacs-resources>

Vendor Resources:

<http://vendorresources.mt.gov>